



Australian Government

Department of Education, Employment and Workplace Relations

# **WORKFORCE INNOVATION PROGRAM (WIP)**

## **PROPOSAL FOR FUNDING (APPLICATION FORM)**

### **FEBRUARY 2010**

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# Workforce Innovation Program – PROPOSAL FOR FUNDING

## Before you begin

**Privacy Notice:** Personal information on this form is collected in order to administer the Workforce Innovation Program. The information will only be used for the purpose for which it has been collected. It will not be disclosed, except as indicated below, without consent unless authorised or required by law. Any information you provide will be treated in accordance with the DEEWR Web Site Privacy Statement, which is available at <http://www.deewr.gov.au/deewr/privacy.htm>

Please note that in considering your proposal for funding the information detailed in this proposal may be shared with relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in the proposal, to substantiate any claims or statements that you make, to verify the capacity of the proponent organisation to manage Australian Government funds and for general comment on the viability of your proposal.

### Confidentiality

If you consider that certain information in the proposal should be treated as confidential, you must clearly indicate that information to the Department of Education, Employment and Workplace Relations (DEEWR) and provide reasons for the request. DEEWR reserves the right to accept or refuse a request to treat information as confidential.

Requests for access to such information will be dealt with under the provisions of the *Freedom of Information Act 1982*.

DEEWR will publish the names of successful proponents and information about their projects.

Please fill out this form as fully as possible. The information requested here is necessary to assess your proposal. Missing or unclear information may make you ineligible for funding or delay the assessment of your proposal while we seek clarification.

Proposals not submitted in this format may not be considered. Proposals not consistent with the guidelines may be rejected.

Electronic copies are preferred. Completed proposals should be forwarded to:

**Electronic copies:**     [wip@deewr.gov.au](mailto:wip@deewr.gov.au)

### Paper copies:

Director  
Workforce Innovation Program  
Workforce Development Branch  
DEEWR  
C16MT6  
PO Box 9880  
CANBERRA ACT 2601

I, \_\_\_\_\_ *<full name of proponent>*

as \_\_\_\_\_ *<position/title >*

of \_\_\_\_\_ *<organisation & full address>*

confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that giving false or misleading information is a serious offence.
- The Department of Education, Employment and Workplace Relations (DEEWR) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - DEEWR databases and records, including information related to my organisation's application for Workforce Innovation Program funding;
  - Other Commonwealth agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
  - State or Territory agencies;
  - Any other appropriate organisation or person as reasonably required as part of these checks or indicated elsewhere in this form.
- To the best of my knowledge, there is no conflict of interest that would prevent my organisation from proceeding with this project in accordance with this proposal. If such a conflict arises my organisation will promptly inform the Department in writing.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 1 –  
 PROJECT DETAILS**

**1. Title of project** - Choose a working title of less than ten words for the project.

**2. Short description of project** – (no more than 50 words)

**3. Please provide a brief project overview of the expected deliverables** – A short overview of what you expect the project to produce and the importance of addressing these needs/issues.

**4. Implementation Plan for the project deliverables** – Describe the project deliverables in stages (which we may then correlate with funding payments) by identifying each stage, the tasks to be undertaken, the milestones/key performance indicators (KPIs) to be achieved and the commencement and completion dates of each stage. You MUST include a strategy to evaluate the project and a strategy to share best practice.

Project Stage	Tasks	Milestones/KPI's	Commencement date of stage	Completion date of stage

**5. Preferred project start date** - This is the date you would expect the project to begin if funding is approved.

**6. Preferred project completion date** - This is the date you expect to complete the project if funding is approved.



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 1 –  
PROJECT DETAILS**

**7. Workforce Innovation Program priority area(s) to be addressed - Guidelines 2.2 and 3.3**

**Section i)** – Please outline which priority area(s) your project will address including how the project deliverables outlined previously relate to the priority area(s). The current priority areas are:

- promoting a workforce development approach to address industry skills needs;
- developing skills and management to create an innovation culture in Australian workplaces;
- supporting the development of ‘skills for environmental sustainability’; and
- strengthening training system support for emerging technologies.

**8. Describe the identified workforce development gap/need/issue your project will contribute to - Guidelines 3.3 Section ii). These issues will be addressed by either -**

- Conducting research on areas of workforce development needs or
- Identifying and piloting models for addressing workforce development needs.

Valuable information to include would be -

- background information on the workforce issue that is not currently being met;
- the importance of addressing this issue;
- what action has already been undertaken to address the issue; and
- how this project will build on earlier efforts.



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 1 –  
 PROJECT DETAILS**

**9. Use this table to outline the commitment from industry/ISCs etc for this project - Guidelines 3.3 Section iii)** - Outline the business relationships directly relevant to the proposed project and indicate the nature of the support (e.g. commitment to provide services to students; funding contribution, in kind support, resources, expertise). The ‘other agency involved’ titles have been included as a guide, please amend as necessary.

<b>Other Agency Involved</b>	<b>YES / NO</b>	<b>Agency Name and Contact details of Referee (Where applicable)</b>	<b>Type of Involvement (Where applicable)</b>
Australian Government Agencies			
State Government Agencies			
Local Government			
Community Organisations			
Registered Training Organisations/Employment Service Providers			
Employers/Industry Organisations			
Private Sector			
Industry Skills Councils			
Other			

**10. Outline how you will collect evidence of the impact of the project and how you will use your findings to share these learnings nationally and/or how the project outcomes and lessons learnt will be used to improve tertiary sector responsiveness and flexibility to address workforce development needs - Guidelines 3.3 Section iv) -**

- Provide a project evaluation plan
- Provide details of the expected impact of activities to be undertaken as part of the project and how this impact will be measured
- how the successful elements of the project will continue after the funding period elapses and
- how any successful results of the project can be used to model best practice behaviour.



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 1 – PROJECT DETAILS**

**11. Outline briefly how the proposal represents value for money - Guidelines 3.3 Section v).** Use this area to give an overall view of the proposals value for money.

[Empty text box for response to question 11]

**12. Financial contributions from your organisation and/or other sources (confirmed and unconfirmed)** - Identify all direct and indirect contributions including existing or intended proposals from your organisation and/or other funding sources (including other Australian and State Government funding). Also detail what resources have been committed to the project from your own or other organisations. List cash allocations and provide dollar values for in kind contributions.

Organisation	Resource	Cash	\$ value of in kind	Confirmed Yes/No	Date Confirmed





**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 1 – PROJECT DETAILS**

**15. Identify the project risks (Guidelines Attachment A Section A21) -** Include the strategies you will use to manage each of these risks, the likelihood of each risk occurring and what the consequences will be. Then rate the level of risk.

<b>Identified risk</b>	<b>Likelihood of risk occurring</b> (almost certain, likely, possible, unlikely, rare)	<b>Consequences</b> (catastrophic, major, moderate, minor, insignificant)	<b>Level of risk</b> (extreme, high, moderate, low)	<b>Action to manage the risk</b>

**16. Insurance details -** As a recipient of Workforce Innovation Program funds your organisation must maintain: Public Liability insurance for not less than \$10 million; and Workers’ Compensation insurance for the amount required by the relevant State or Territory legislation; motor vehicle insurance; Personal Accident insurance; and Professional Indemnity insurance for not less than \$1 million. Provide all relevant information relating to these headings in the table below.

<b>Type Of Cover</b>	<b>Amount</b>	<b>Policy Number</b>	<b>Company</b>	<b>Start Date</b> (dd/mm/yyyy)	<b>End Date</b> (dd/mm/yyyy)
Public Liability					
Personal Accident					
Workers’ Compensation					
Professional Indemnity					
Motor vehicle					



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**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 1 –  
PROJECT DETAILS**

**17. Post Project Report/Evaluations** - As an ongoing assessment tool for the sustainability of projects after the project funding period the Department will contact proponents regarding post project reports/evaluations. The Department will provide a proforma for this purpose. Please supply contact details below of an appropriate contact person regarding the provision of this report. If this contact person changes during the course of the project, the Department requests to be advised in writing of the change.

Contact Name:

Email:

Phone:



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 2 –  
PROPONENT DETAILS**

**1. Legal name of proposing organisation**

If member of a consortium, indicate name of member organisation or full name of individual if not an organisation.

**2. Registered business or trading name if other than your legal name**

**3. If you have more than one trading name, list ALL other trading names**

**4. Registered business address details**

Business address or Company's registered business address (not PO Box)

No & Street Name:

Suburb/Town:

State:

Postcode:

**5. Postal address - Only if different from registered business address**

PO Box #:

Suburb/Town:

State:

Postcode:

**6. Is your organisation registered with an Australian Company Number (ACN) or an  
Australian Business Number (ABN)?**

No

Yes  please provide details:

ACN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ABN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 2 –  
PROPONENT DETAILS**

**8. Contact details for this proposal** - Please provide two contacts (one of whom should be the Project Manager) who would be available and have the authority to answer any queries DEEWR may have about this proposal. Any correspondence will be sent to the first contact listed here. The Project Manager is the person who will lead the project throughout implementation. This person should have experience in project management (within collaborative partnerships) relevant subject matter or technical expertise. Two or more referees, at least one of whom is not involved in the proposal, who can be contacted about this should be provided. The Project Manager will be deemed to be ‘Specified Personnel’ within the terms of any subsequent funding contract and hence any change to this role or its occupant must be notified to DEEWR.

**Project Manager**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Referee 1: \_\_\_\_\_ Contact: \_\_\_\_\_

Referee 2: \_\_\_\_\_ Contact: \_\_\_\_\_

**Second Contact**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**9. Please outline your experience delivering similar projects.** - Please describe the experience of your organisations and the individuals listed above in undertaking projects similar to your proposal.



**WORKFORCE INNOVATION PROGRAM (WIP) – PROPOSAL FOR FUNDING – PART 2 –  
PROPONENT DETAILS**

**10. Please record whether your organisation has received funding through DEEWR previously –**  
Please list when funding was received, name of the program it was received under, and your DEEWR contact for the funding.

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**Optional - Please provide any comments on the usefulness of this form – This information will be used to improve the application process.**

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**Please ensure you have signed the declaration at the beginning of this form before submitting.**